



K A N S A S

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MEMORANDUM

TO: KCHRM Members
FROM: Alice Burney
DATE: August 1, 2003
SUBJECT: Classification Specifications and Position Descriptions

The Classification sub-team responsible for reviewing the format of the current class specs is proposing changes to the format of the class specs and the position description form and would appreciate your thoughts and suggestions before our recommendation is finalized.

Please keep in mind the following points as you read through the Class Specs:

- What we are looking for at this time is the format and overall concept of the form. The class series we have used on the class spec format is an example and as such, is not fully developed. That work will be done after we decide on the format.
- The knowledge, skills, abilities, and classification factors will be incorporated into the Distinguishing Features to describe the level of responsibility, complexity, etc. for each class.
- The 'Examples of Work' will list only those examples that are unique to that specific class.

We would also like for you to review the attached Position Description form. Please keep in mind the following as you review the attached PD.

- Again, what we are looking for is the format and overall concept of the form.
- This form has been updated to incorporate what the Team saw as the basic requirements of a PD.
- The idea is to have a basic form available 'on line' that can be used as is or enhanced to fit the needs of an individual agency.

Please send your thoughts and/or suggestions to me and I will make sure that all is considered before the final recommendation is made. My email address is alice.burney@da.state.ks.us.
Thank you!

